(h) if so, the date by which they will be nominated for appointment ?

THE MINISTER OF STATE IN THE MINISTRY OF PERSON NFL PUBLIC GRIEVANCES AND PENSIONS WITH ADDITIONAL CHARGE OF THE MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (SHRIMATI MARGARET ALVA): (a) to (h) Information is being collected and will be laid on the Table of the House.

Ad-hoc appointments in the Grade of Under Secretary

4356. SHRI SUSHILKUMAR SAMBHAJIRAO SHINDE :
SHRI RAJUBHAI A. PARMAR :

Will the PRIME MINISTER be pleased to state;

(a) whether it is a fact that a large number of ad-hoc appointments have been made in the Grade of Under Secretary:

(b) if so, the number of such promotions made so far and whether Government are further contemplating to make more ad-hoc appointments;

(c) whether rules/instructions in this regard are being interpreted by the authorities to the disadvantages of SC/ST communities with a view to withhold reserved quota: and

(d) if not, steps taken by Government to provide proportionate representation in reserved categories in adhoc promotions ?

THE MINISTER OF STATE IN THE MINISTRY OF PERSONNEL PUBLIC GRIEVANCES AND PENSIONS WITH ADDITIONAL CHARGE OF THE MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (SHRIMATI MARGARET ALVA) (a) Pending availability of panelled officers for appointment to posts in the Grade of Under Secretary, ad hoc promotions have been made from time to time. Further *ad-hoc* promotions may be made depending upon occurrence of vacancies.

(b) The number of ad hoc promotions made in 1993, so far, is 83.

(c) No, Sir.

(d) Guidelines for consideration of cases of SC/ST officers in the matter of ad hoc promotions have been followed.

Response to Communications sent by MPs.

4357 SHRI PASUMPON THA. KI RUTTIN AN : Will the PRIME MINISTER be pleased to state:

(a) whether Government are aware that a large number of communications sent by the Members of Parliament to Government Departments and Public Sector Organisations and autonomous bodies are not properly answered and in many cases not even acknowledged;

(b) whether Government have issued any guidelines in this regard, if so. the details thereof; and

(c) if not, what are the reasons therefor and what action Government propose to take to ensure that communications from the peoples' representatives are properly acknowledged and attended to and replied within the reasonable time ?

THE MINISTER OF STATE IN THE MINISTRY OF PERSONNEL. PUBLIC GRIEVANCES AND PENSIONS WITH ADDITIONAL CHARGE OF THE MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (SHRIMATI MARGARET ALVA): (a) All the ministries/ departments of Government of India and public sector organisations etc. administered by them, are expected to observe necessary guidelines laid down in paras 57, 60 & 122 of Manual of Office Procedure for sending prompt acknowledgements as well as final replies to letters received from the Members of Parliament. As there is no system for centralised tabulation of replies sent to Members of Parliament by various ministries/departments etc., it is difficult to say in how many cases letters have not been acknowledged and proper replies not sent in respect of the same.

(b) and (c) The basic guidelines for dealing with letters received from the Members of Parliament are contained in the Central Secretariat Manual of Office Procedure. These include instructions to the effect that communications received from Members of Parliament should be attended to promptly. Each communication is to be replied to within 15 days; where a delay is anticipated in sending a final reply, or where information may have to be collected from offices other than the Ministry to which the letter pertains, an interim reply should be sent within a fortnight indicating the possible date by which a final reply can be given. Where a communication is addressed to

a Minister, it should, as far as practicable, be replied to by the Minister concerned.

There are also guidelines to the effect that a fortnightly watch should be kept on disposal of communications received from Members of Parliament.

Promotion of Section Officers

4358. SHRI RAJUBHAI A PARMAR: Will the PRIME MINISTER be pleased to state :

(a) whether it is a fact that Section Officers of general category with 11 years of service were promoted as Under Secretary whereas Section Officers belonging to SC/ST categories with 12 years of service are still waiting for their promotion as Under Secretary;

(b) if so, the reasons therefor;

(c) whether any irregularity has been committed while making ad-hoc promotions in the grade of Under Secretary;

(d) whether any adverse effect has been meted out to SC/ST Section Officers with regard to their promotion as a result of irregularities;

(e) whether Government have taken any corrective measures to ensure timely promotions of SC/ST officers; and

(0 if not, the reasons therefor ?

THE MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS WITH ADDITIONAL CHARGE OF THE MINISTER OF STATE IN THE MINISTRY OF PARLIAMENTARY AFFAIRS (SHRIMATI MARGARET ALVA): (a) and (b) Due to litigation over inter se seniority of direct recruit and promote Section Officers of the Central . Secretariat Service, regular panels for appointment to Under Secretary's Grade could not be , issued after 1986. During this period, some ad-, hoc promotions were made on the basis of cadre-wise seniority as a result of which in some cadres promotee Section Officers with 11 years approved service got promoted while officer.? with longer approved service, belonging to both general and SC/ST categories, remained unpromoted in other cadres. Subsequently, following the finalisation of a Common Seniority List of Section Officers in January, 1993 ad-hoc promotions were made according to that list and the guidelines for consideration of case's *of* SC/ ST officers in ad-hoc promotions, bit some general category officers with 14 years approved service and some SC officers with 12 years approved service are yet to be promoted.

(c) No, Sir.

(d) No, Sir.

(e) and (f) The guidelines relating to consideration *of* SC/ST officers in ad hoc promolions have been followed.

Validity of Notices of Officials of Public Undertakings

4359. SHRI MD. SALIM : Will the PRIME MINISTER be pleased to state :

(a) the order which would be valid and prevail in case the Chief of public undertaking issued a notice for misconduct to its employees and then after this, one junior officer to the Chief issued. another. notice under a different. rule for the same misconduct to them;

(b) whether any action can be taken on the notice of the junior officer when the disciplinary proceedings under the Chief's notice are still pending, with the reasons therefor:

' (c) whether it amounts to disrespect shown to the Chief and an act of indiscipline on the part of the junior officer, with reasons therefor; and

(d) whether Government would declare the notice to junior officer as invalid and void or not, together with reasons therefor?

THE MINISTER OF STATE IN THE MINISTRY OF INDUSTRY (DEPARTMENT OF INDUSTRIAL DEVELOPMENT) WITH ADDITIONAL CHARGE OF THE MINISTER OF STATE IN THE MINISTRY OF INDUSTRY (DEPARTMENT OF HEAVY INDUSTRY) (SHRIMATI KRISHNA SAHI): (a) to (d) Under the Articles of Association, the Board of Directors of public sector undertakings enjoy autonomy in respect of service matters, including disciplinary action against employees below the Board level. The procedure to be followed in disciplinary cases is governed by the relevant rules like Conduct, Discipline and Appeal Rules framed by the respective PSUs. They are not required to consult the Government in such matters.

Empanelment of 1962 Batch of IAS Officers

4360. SHRI S. AUSTIN : Will the PRIME MINISTER be pleased to state :

(a) whether there is a case for review of empanelment of 1962 batch of IAS officers for the post of Secretary;